

## How to Purge Old Historical Data

The database stores enormous amounts of raw data that can be mined to answer such questions as “How much did we sell on Easter Day last year?” It is doubtful that you need to continue storing this data beyond a certain time. We have a routine that will sweep through the entire system and purge data that is older than a certain date. One can do this manually for all tables for any date range, but our automatic routine sweeps all data older than “last year”. So no matter what the date is today, the routine will only delete data older than the year preceding the current date. You will ALWAYS be left with at least one full year of data. If it is the end of the year, you will be left with nearly two years of data.

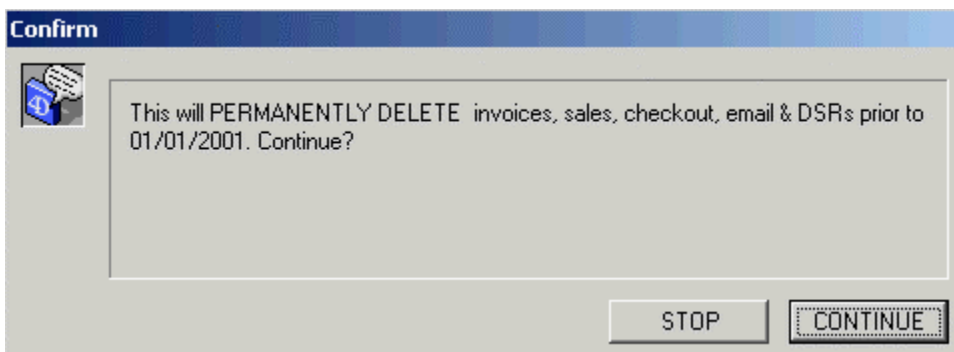
Log in at Corporate or Management level.

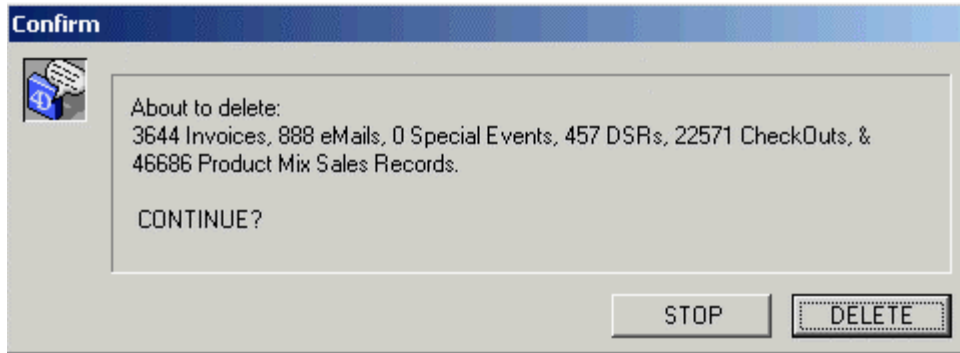
**BE SURE TO MAKE A BACKUP BEFORE RUNNING THIS ROUTINE!**

- 1) Click the Company Record button at the splash screen.
- 2) On the first page, pull down the Admin menu and choose “Clear Historical Data”.



- 3) You will have two chances to stop the routine. Be sure to check the date presented. All data prior to that date is about to be erased! Note that the date given is at least one year ago.

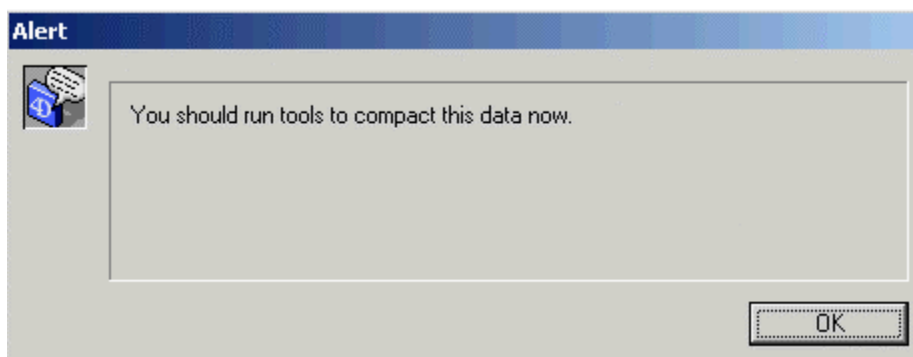




This is your last chance to stop the process. Review the data in the window to make sure it makes sense. (The invoices listed are “Closed Invoices”.)



This takes several minutes, depending upon your computer and how much data is being deleted. When the routine finishes, it will remind you to run tools.



ONLY by running tools will you see a reduction in the data file size on disk. Also, your database may run slowly until you run tools. It still contains the actual data, it just knows to “skip deleted” records. This takes time when you are searching, sorting, printing. Running Tools will create a new data file on disk and copy ONLY live data into it. Your database will then be much more efficient.

SEE SUPPORT DOCUMENTS FOR INSTRUCTIONS ON RUNNING TOOLS.